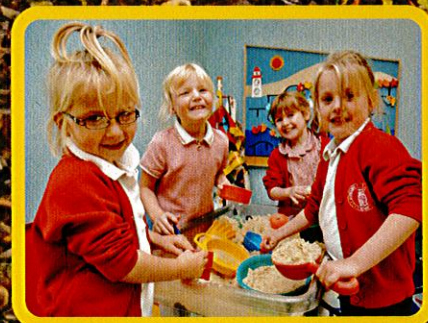
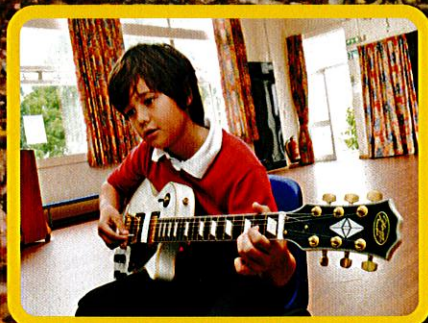


Welcome to
Llanharan Primary School
Croeso i
Ysgol Gynradd Llanharan



Learning Through Partnership and Support
Dysau Trwy Cymorth a Partneriaeth





At Llanharan Primary School we strive to provide an environment which enables children to achieve high academic standards, to develop an understanding of self, and others, and to care about the world in which they live. We are always seeking new and creative ways of engaging children in learning experiences that motivate and entice them to deepen their understanding and develop a lifelong love of learning. In everything we do, the children are our first priority and every individual will be encouraged to achieve the best of their ability.

We would be pleased to show parents / guardians around our school, so that the atmosphere and ethos can be experienced at first hand. We welcome this as an opportunity to explain our aims and be able to answer any questions you may have.

Mrs. Bethan Price, Headteacher



Llwynbrain Terrace,
Llanharan,
Pontyclun,
Rhondda Cynon Taff,
CF72 9PW

Tel. & Fax: (01443) 237831
admin.llanharanpri@rctednet.net
<http://llanharanps.wikispaces.com>
Twitter: @llanharanps

Headteacher: Mrs B Price
BEd (Hons) NPQH

LEARNING THROUGH PARTNERSHIP AND SUPPORT

Headteacher—Mrs Bethan Price

Chair of Governors—Mrs Ann Brett

Term Times 2013-2014

Schools will also be closed on Monday 2 September 2013 and Monday 21 July 2014 for LEA designated INSET days

Term Times 2013 - 2014

Term	From	To
Autumn Term 2013	Monday 2 nd September 2013 *	Friday 25 th October 2013
Half Term	Monday 28th October 2013	Friday 1st November 2013
Autumn Term 2013	Monday 4 th November 2013	Friday 20 th December 2013
Christmas Break	Monday 23rd December 2013	Friday 3rd January 2014
Spring Term 2014	Monday 6 th January 2014	Friday 21 st February 2014
Half Term	Monday 24th February 2014	Friday 28th February 2014
Spring Term 2014	Monday 3 rd March 2014	Friday 11 th April 2014
Easter Break	Monday 14th April 2014	Friday 25th April 2014
Summer Term 2014	Monday 28 th April 2014	Friday 23 rd May 2014
Half Term	Monday 26th May 2014	Friday 30th May 2014
Summer Term 2014	Monday 2 nd June 2014	Monday 21 st July 2014

May Day Bank Holiday - Monday 5th May 2014

* School will also be closed on Friday 20th September and January 6th for an INSET day.



THE MILLENNIUM STADIUM
CHARITABLE TRUST
YMDDIRIEDOLAETH ELUSENNOL
STADIWM Y MILENIWM



Living the Olympic
and Paralympic Values



Rhondda Cynon Taff
Healthy Schools
Ysgolion Iach
Rhondda Cynon Taf

Session Times

9.15—9.30 Registration
9.30—10.30—Session 1
10.30—10.45—Assembly
10.45—11.00—Morning Break
11.00—12.15/12.30 Session 2
12.15/12.30—1.15—Lunch Time
1.15—2.30—Session 3
2.30—2.45 Afternoon Break
2.45- 3.15/3.30—Session 4

Staff Members

Nursery/Pre Nursery - Class teacher, Mrs Jones and Miss Harry

Reception—Mr Arthur

Year 1 /2 - Class teacher, Mr Griffiths Deputy Head

Year 3 /4 - Class teacher, Mr Clement

Year 5 /6 - Class teacher - Mr Roberts

PPA teacher - Miss Harry

Language Support - Miss Williams

Teachers Aide—Mrs L Hopkins, Miss R Hughes, Mrs M Dunford, Mrs Bamford (Foundation Phase)

Lunchtime Supervisors—Mrs Bamford, Mrs Potts, Mrs Evans, Ms J Henderson, Miss Pain, Mrs Gore

Caretaker—Mr G Llewellyn

School Clerk—Ms J Henderson

School Governors

Mrs A Brett—Chair

Rev B Wood

Mr K Jones

Mrs S Harry

Mrs L Anthony

Mrs A Anthony

Mr J Gardiner

Mr R Roberts

Miss S Williams

Cllr Hopkins

Mr R Case

Mrs S James

Dr S Hibbitts-White

The A to Z of Llanharan Primary School

After School Clubs

'All Stars Club' is an after school care club run by Miss Williams and Miss Hughes on a Monday, Tuesday, Thursday and Friday night. Pupils attending this club receive a healthy snack, drinks and a programme of activities. The cost is as follows:

3.30 - 4.15pm £2.50

3.30 - 5.15pm - £5.00

3.30 - 6.00pm - £6.00

'Llanharan Drop In Centre' run a free after school club on a Wednesday until 5.00pm.

Teaching staff also run a range of free after school clubs on a termly basis.

Attendance

The attendance for 2012/2013 was 94.3%. This years target is set at 95% and currently our attendance is 95.5%.

If your child is ill and unable to attend school you will need to contact the school office 01443 237831 stating your child's name and the reason for absence by 9.15am. Telephone calls may be recorded for safeguarding purposes.

Please see enclosed attendance booklet and guidance.

Breakfast Club

Breakfast Club runs daily from 7.45am to 9.00am. This club is open to all pupils and is free of charge. Pupils receive toast, cereal and a drink with a range of age appropriate activities to facilitate a calm start to the school day.

Collective Worship and Religious Education

Collective Worship at Llanharan Primary School is a time when the whole school, or groups within the school meet together in order to consider and reflect on common concerns, issues and interests. It offers all pupils an opportunity to worship through engaging in relevant, meaningful experiences

and provides opportunities for the pupils' spiritual, moral, social and cultural development.

We comply with legal requirements by providing a daily act of collective worship for all pupils on role. Assemblies are 'wholly or mainly Christian character' whilst recognising the religious, spiritual, moral, social and cultural insights provided by other principle religions and life-stances represented in Great Britain.

Complaints

Complaints can be made to the head teacher, Mrs Bethan Price or in writing to the Chairperson of the Governing Body, Mrs. Ann Brett.

Mrs. A. Brett,
14, Vale View,
Llanharan,
Pontyclun
CF72 9QX

The Complaints Policy is included within our Prospectus Pack.

Curriculum

Llanharan Primary School has adopted the Cornerstones Curriculum which reflects the school's vision for an enquiry approach to learning. This curriculum offers pupils a cohesive approach to the curriculum that focuses on how it is delivered rather than just content. It is creative and imaginative, challenging and offers full NC Coverage and progression of skills. It is based on the four elements of [Engage](#), [Develop](#), [Innovate](#) and [Express](#).

1. Learners [Engage](#) in purposeful and contextualised learning experiences; in and out of the classroom, making use of partners, experts and the community to provide a stimulus to learn.
2. Next our learners [Develop](#) their knowledge, understanding and key and subject skills required to progress their learning through quality differentiation and focused learning tasks and experiences.
3. All pupils given the opportunity to [innovate](#) by applying their knowledge, skills and understanding through a challenging provocation, using own and negotiated ideas.

4. Finally, learners **Express** and evaluate their knowledge, understanding and skills, as outcomes of the learning, in different memorable forms including using a variety of media and technology.

Equal Opportunities

Llanharan Primary School's mission statement highlights the individuality of all our pupils. We are committed to giving all our pupils the opportunity to achieve the highest of standards. We provide the opportunity to experience, understand and celebrate diversity.

For further details, the Equality Policy is available upon request from the school office.

E-Safety

Pupils' well-being and safety is very important. Staff will regularly discuss e-safety issues with pupils and posters are on display around the school. In addition to this, the school's liaison police officer runs annual workshops with Key Stage 2 pupils.

Holidays

<p style="text-align: center;">SCHOOL TERM AND HOLIDAY DATES ACADEMIC YEAR 2013 - 2014</p>

	Terms Begins	Half Term Starts	Half Term Ends	Term Ends
Autumn 2013	Monday 2 nd September 2013	Monday 28 th October 2013	Friday 1 st November 2013	Friday 20 th December 2013
	75 days			

Spring 2014	Monday 6th January 2014	Monday 24th February 2014	Friday 28th February 2014	Friday 11th April 2014
	65 days			
Summer 2014	Monday 28th April 2014	Monday 26th May 2014	Friday 30th May 2014	Monday 21st July 2014
	55 days			
	TOTAL 195 days			

Schools will also be closed on Monday 2 September 2013 and Monday 21 July 2014 for LEA designated INSET days. There will be three further INSET days during the year.

Any closure(s) for election purposes are to be balanced during the academic year.

Christmas Day	25 December 2013	Easter Monday	21 April 2014
Boxing Day	26 December 2013	May Day	5 May 2014
New Years Day	1 January 2014	Spring Bank Holiday	26 May 2014
Good Friday	18 April 2014	Summer Bank Holiday	25 August 2014

Homework

At Llanharan Primary School, we believe that homework includes a variety of activities instigated by teachers and parents to support the children's learning. We also acknowledge the importance that various out-of-school clubs and other organisations play in the lives of our pupils. In Foundation Phase we expect our pupils to be undertaking 1 hour of reading per week. In Year 3 / 4 pupils should spend 15 minutes per night on homework and in Year 5 / 6 this increases to 30 minutes. The Homework policy is available, on request, from the school office.

Lunchtimes

Pupils can choose between school meals at a cost of £11.25 per week or bring a healthy packed lunch. School meals are prepared on site by our catering staff.

Foundation Phase lunchtimes are between 12.15 – 1.15pm and Key Stage 2 have lunch between 12.30pm and 1.15pm.

More Able and Talented

More able and talented pupils are identified, given differentiated activities and work in small groups or 1:1 to address their needs. They are also encouraged to participate in cluster initiatives, clubs or organisations that support and challenge their area of strength.

Music

In partnership with curriculum music lessons, pupils receive the opportunity to learn to play the violin, keyboard and guitar from Year 3. They sessions are free of charge and are run by Mr. May (Peripatetic Music Teacher) and Mr. Roberts.

National Curriculum Assessment Results

The following graphs demonstrate pupils' attainment at the end of Foundation Phase and Key Stage 2.

Detailed information on the school's end of key stage attainment can be downloaded from www.myllocalschool.wales.gov.uk.

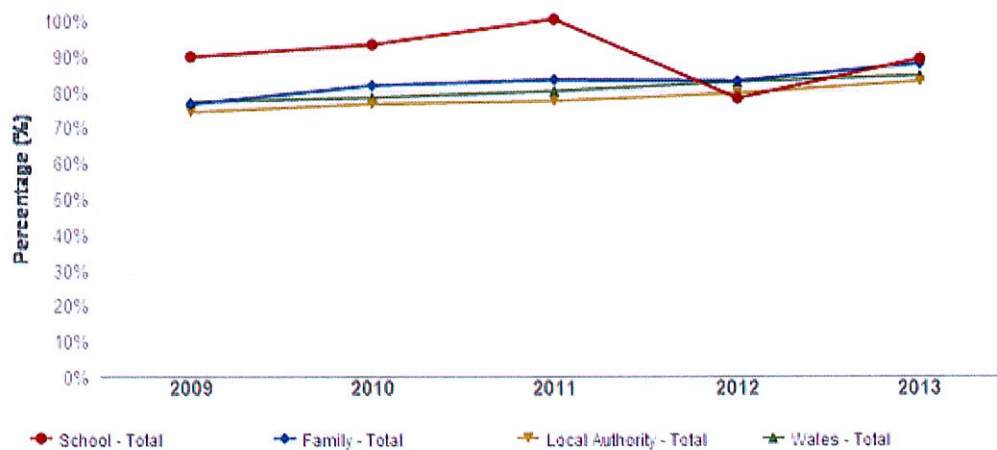
End of Foundation Phase assessment results.

Pupils achieving the expected outcome in the Foundation Phase areas of learning



End of Key Stage 2 assessment results.

% Pupils who have reached the expected level - Core subject indicator



Outdoor environment

The school has developed excellent outdoor provision. Our pupils gaining regular access to a private woodland area, willow garden, amphitheatre, log walk, outdoor gym, climbing wall, mini orchard, market gardening zone, bird hide, pond and butterfly garden.

Please ensure that your child wears weather appropriate clothing as these resources are used throughout the year.

Playtimes

Pupils have a morning break from 10.45am - 11.00am, a lunch break and an afternoon break from 2.30pm - 2.45pm. Foundation Phase and Key Stage 2 have their own designated playgrounds with age appropriate activities. Members of Key Stage 2 are trained Playground Leaders and run activities at morning and lunch break.

Parental Engagement

We openly welcome parents / guardians and provide a number of opportunities to work in partnership with you. The school hosts a number of concerts and eisteddfod throughout the year, alongside parent information workshops and Reading / Number Cafes. We also have a parent 'lending library' open to our parental community.

The Llanharan Primary School PTA always welcomes new members and organises a camping event, discos and transition proms, to name but a few events!

Reading

All pupils are encouraged to read the school reading book or picture books / novels from home or the library daily. We ask if you, or your child, where appropriate, could write a comment after sharing a book.

Pupils will experience reading individually, guided reading in groups, reading big books or interactive books and books in welsh along side a range of reading materials.

A list of age appropriate recommended reads are available from the Literacy Subject Leader, Mrs. Price.

Safeguarding

The school's Safeguarding Officer is Mrs. Bethan Price, Deputy Safeguarding Officer is Mr. Hywel Griffiths. Mr. Rhys Roberts, the SENCo, is also a trained Deputy Officer. The Designated Governor is Mrs Ann Brett (226264).

If you have any concerns about the welfare of pupils, please contact one of the above officers.

Out of hours, the RCT Duty Officer can be contacted on 01443 486731.

School Council

All our pupils are invited to run for a position as a School Councillor. Each year group votes for two school councillors and they hold office for one year. School Councillors regularly meet, create their own action plans and are involved in the decision making of the school.

School Security

All visitors need to report to the school office on arrival. A security buzzer on the right of the main entrance will alert a member of staff to your arrival.

If there is a change in the person collecting your child at the end of the school day, please inform the office so that the class teacher can be notified. We will not allow our pupils to leave site with a change in adult without prior notification.

Special Educational Needs

Pupils are supported within our school through 'Individual Education Plans' which identify targets to further develop a pupils learning. Pupils are supported through small group and individual intervention programmes that meet a child's particular needs.

We employ a full time Additional Learning Needs Co-ordinator who supports pupils through 'Catch Up Literacy', 'Catch Up Numeracy', 'POPAT', 'Active Literacy Kit', 'Rapid Writing' and 'Cumbrian Reading Intervention'.

We also support pupils through a nurture groups, Pets in Therapy sessions and Social Communication Groups.

The Co-ordinator and Headteacher run parent workshops to explain support programmes and ways in which you can support your child at home.

Parents are regularly invited to meet with the class teacher and Additional Learning Needs Coordinator to discuss progress.

Sporting Aims

We continue to promote the aims of equality, excellence, determination, friendship, respect and courage from the 2012 Olympic and Paralympic Games. Pupils are encouraged to represent the school with fairness and good 'sportsmanship'.

Our successful after school clubs prepare our pupils for cluster and local authority events.

Times

The playground is supervised and open for pupils from 9.00am for a pre-school playtime.

The school day begins at 9.15am.

Nursery pupils end their school day at 3.15pm and are collected from the Nursery entrance.

All other pupils end their school day at 3.30pm.

Toilet facilities

Llanharan Primary School has three sets of age appropriate toilets for Nursery, Foundation Phase and Key Stage 2. All toilets have been recently renovated and decorated offering our pupils modern facilities.

The school also has a disabled toilet with changing bed and nappy bins.

Transition to Secondary School

Llanharan Primary School is a feeder school for both Y Pant Comprehensive School, Rhondda Cynon Taf and Pencoed Comprehensive School, Bridgend.

The school is involved in a range of transition activities for both secondary schools. Both schools welcome parental visits.

Y Pant Comprehensive School - 01443 237701

Pencoed Comprehensive School - 01656 867100

Twitter

Follow the school [@llanharanps](https://twitter.com/llanharanps) to obtain up to the minute news and information.

Each class, and our attendance mascot, has its own twitter account when activities and achievements are celebrated.

For further details, our 'Twitter Policy' is available on request from the school office.

Uniform

Llanharan Primary School uniform is grey trousers / skirts / pinafore dresses, a white polo shirt and a red jumper with our school logo. Uniforms can be purchased from [tesco.com/ues](https://www.tesco.com/ues) . For health and safety reasons, we do not allow jewellery (unless worn for religious purposes) and ask pupils not to wear flip flops / crocs or any unsuitable footwear.

Visits

Pupils attend a variety of school visits in their time at Llanharan Primary School and they are linked to the school curriculum. We ask parents for contributions to allow these trips to be financially feasible.

Welsh Language

Welsh is taught as a second language within the school and from an early age, children are made aware that Wales has its own language and culture.

The importance of using the language naturally in the every day life of the school will be emphasised and children will be given ample opportunity to hear the language continually as a natural part of school / class life.

Wiki

<http://llanharan.wikispaces.com>

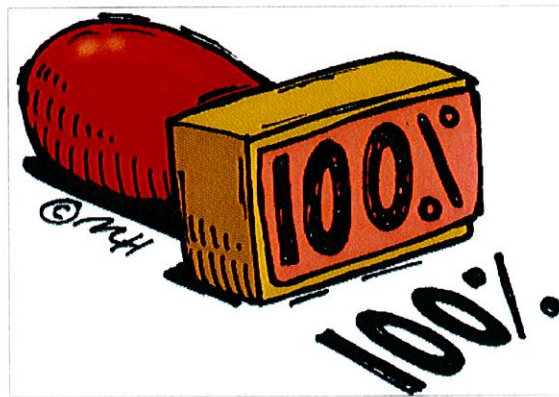
School information, letters and links to staff blogs can be downloaded and accessed from our wiki site.

The school has Acceptable Access policies for both staff and pupils.



"Learning through Partnership and Support"
Produced in association with Llanharan Primary School Council

Attendance



Information Booklet for
parents/guardians

First day Contact

In ALL cases of absence parents/guardians should:

- Only keep your child away from school if really necessary
- Telephone the school 01443 237831 on the first day of absence by 9.30 a.m. Tell us the reason for the absence and how long they are likely to be away.
- Keep school informed if more than one day's absence is necessary.
- Avoid medical appointments in school time, but if absolutely necessary, please bring your child to school for the remainder of the day.
- If your child is suffering from vomiting or diarrhoea, they should remain absent from school for 48 hours to help prevent the spread of infection.

Holidays in Term Time

As Headteacher, I can authorise up to 10 days per academic year for holidays, but this is not an entitlement and each request will be considered individually. Holidays in term time will be marked as an authorised absence and will affect both your child's attendance record and the school's overall attendance rate.

Factors such as time off for illness and academic progress may be taken into consideration when making the decision.

Holiday requests will generally not be authorised where pupils attendance is already below 95%.

Parents should complete a holiday request form no later than one week in advance, available from the office.

Any holiday taken without my prior written authorisation will be classed as unauthorised absence and the Attendance Wellbeing service may be notified.

Authorised:

If your child is absent from school and the reason given by you is acceptable, the school will normally authorise the absence.

This would normally include:

- Illness
- Medical/dental appointments
- Holidays (up to 10 days a year *if* agreed by school in advance)
- Certain days of religious observance
- other exceptional circumstances

Unauthorised:

If your child is absent from school and the reason given by you is not acceptable, it will be recorded as unauthorised.

These may include:

- Shopping
- Birthdays
- Holidays not agreed with school
- Lateness after the end of registration
- Absence with no reason provided.

Types of Absences

All unauthorised absences are reported to the Local Authority, who have the power to prosecute parents/guardians in cases where unauthorised absence is recorded on school registers.

Have you thought?

- Missing 10 minutes a day = almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 weeks of schooling.
- Missing just one day a week, over the course of their school career, a pupil will miss two years of schooling.
- Missing 17 days of school per academic year (which equates to 91% attendance) can result in a drop of a GCSE grade across all subjects.
- Coming late causes disruption to the whole class, as well as to the child.
- Helping your child into good habits from an early age can help these carry through to adult and working life.

School Times

All pupils should be in class by 9.15 a.m.

Doors close at 9.20 a.m. and registration closes at 9.45 a.m.

Pupils arriving after 9.20 a.m. will be marked as late.

Pupils arriving after 9.45 a.m. are marked as unauthorised absences.

Dear Parent/Guardian,

Llanharan Primary School is aiming, with your co-operation, to improve attendance and punctuality. Both these areas are priorities for this year.

Our current overall attendance for this year is on target at 91.6% (including nursery). So well done to those of you who have supported our efforts so far. Our overall target is to reach and maintain 95% by 2015.

As well as improving attendance, we also have a target to reduce lateness and we will be monitoring this very closely in the future.

Attendance

We all know that everyday attendance at school is vital for children to get the most out of their education and with this in mind we place a high priority on good attendance.

Where attendance is a concern we work closely with parents and the Attendance and Wellbeing Service (AWS) to give as much support/advice as we can.

If your child fails to attend school regularly, or is persistently late, the Local Authority can take legal action against you.

Punctuality

Whilst we are aware that most of our pupils arrive at school on time, we do have a problem with lateness. Parents may not be ware of the difficulties experienced by their children, even if they are only a few minutes late each day.

Rewards and Incentives

- Weekly attendance is tweeted and displayed in the lobby.
- Weekly class attendance awards every Friday with Yma our mascot. @yma-dimabsennol.
- 100% attendance certificates awarded each half term.
- 100% termly attendance is rewarded with plant ice family ice tickets.



Llwynbrain Terrace,
Llanharan,
Pontyclun,
Rhondda Cynon Taff,
CF72 9PW

Headteacher: Mrs B Price
BEd (Hons) NPQH

LEARNING THROUGH PARTNERSHIP AND SUPPORT

Tel. & Fax: (01443) 237831
admin.lanharanpri@rctednet.net
<http://lanharanps.wikispaces.com>
Twitter: @lanharanps

Term-time Holiday Request Form

Name(s) of pupil(s): _____

Class(es): _____

I would like to apply for authorised holiday absence for my child(ren).

First day of absence: _____

Last day of absence: _____

Number of school days that will be lost: _____

I understand that the decision to give or deny authorisation rests with the Headteacher, and that there is no entitlement to term-time holiday absence. The Headteacher is permitted to grant up to 10 days' holiday absence per school year.

I understand that the school's policy, agreed by the governing body, is to only grant permission for holiday absence in term-time where the pupil's attendance is at least 95% in the current school year.

Signed: _____

Please print name: _____

Relation to child: _____

Date of request: _____

Please print and return this form to your child's teacher, or the school clerk in the office.

Thank you

Name(s) of pupil(s): _____

Term time holiday request dates from _____ to _____ have been agreed/not agreed. Your child(ren) attendance records will be marked accordingly.

Signed _____ (Headteacher)



THE MILLENNIUM STADIUM
CHARITABLE TRUST
YMDIRIEDOLAETH ELUSENNOL
STADIWM Y MILENWM



Living the Olympic
and Paralympic Values



Rhondda Cynon Taff
Healthy Schools
Ysgolion Iach
Rhondda Cynon Taff

Policy on Behaviour and Discipline

Aims and objectives

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

The school has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The school expects every member of the school community to behave in a considerate way towards others.

We treat all children fairly and apply this behaviour policy in a consistent way.

This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

Rewards and punishments

We praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children.
- Teachers give children points / merits to reward behaviour that positively reflects the 'Class Agreement'. These points are recorded on 'Class Dojo'. Nursery, or pupils who have not yet developed an understanding of place value, receive stickers (extrinsic merits).
- Each week, we nominate a child from each class to have a certificate for a positive work ethos / achievement in a curriculum area and also for the pupil who has achieved the highest number of positive behaviour points.
- These pupils receive a certificate in the school assembly.
- We distribute merits to children, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school.
- All classes have an opportunity to lead an achievement / class assembly where they are able to show examples of their best work.

The school acknowledges all the efforts and achievements of children, both in and out of school. 'The Achievement Tree' contains information regarding children's achievement out of school, e.g. music or swimming certificates.

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. These are displayed in each learning environment / class.

- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task.

- If a child is disruptive in class, the teacher reprimands him or her. If a child misbehaves repeatedly, we isolate the child from the rest of the class until s/he calms down, and is able to work sensibly again with others.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, hurts or bullies another child, the class teacher records the incident and the child is punished. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents or carers and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.

The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code (Class Agreement), which is agreed by the children and displayed on the wall of the classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during circle time.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfES Circular 10/98, relating to section 550A of the Education Act 1996: The Use of Force to Control or Restrain Pupils. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children. Staff are Team-Teach trained.

The role of the class teacher

It is the responsibility of class teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.

The class teacher treats each child fairly, and enforces the classroom code consistently. The teachers treat all children in their classes with respect and understanding.

The class teacher liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with the education social worker or RCT's behaviour support service.

The class teacher reports to parents and carers about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.

Parents also receive a copy of the 'Class Dojo' behaviour records for their child at parent / teacher meetings and at the end of the academic year.

The role of the Headteacher

It is the responsibility of the Headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children in the school.

The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Headteacher keeps records of all reported serious incidents of misbehaviour.

The Headteacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a child. These actions are taken only after the school governors have been notified.

The role of parents and carers

The school collaborates actively with parents and carers, so that children receive consistent messages about how to behave at home and at school.

We expect parents and carers to support their child's learning, and to cooperate with the school, as set out in the home-school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents and carers if we have concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions to punish a child, we expect parents and carers to support the actions of the school. If parents and carers have any concerns about the way that their child has been treated, they should initially contact the class teacher, then head teacher. If the concern remains, they should contact the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

The role of governors

The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Headteacher in adhering to these guidelines.

The head teacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

Fixed-term and permanent exclusions

We do not wish to exclude any child from school, but sometimes this may be necessary.

Only the Headteacher (or the acting Headteacher) has the power to exclude a child from school. The Headteacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Headteacher may exclude a child permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a child, she informs the parents or carers immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents or carers that they can, if they wish, appeal against the decision to the governing body. The school informs the parents or carers how to make any such appeal.

The Headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions.

The governing body itself cannot either exclude a child or extend the exclusion period made by the Headteacher.

The governing body has a discipline committee which is made up of three members. This committee considers any exclusion appeals on behalf of the governors.

When an appeals panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents/carers and the LA, and consider whether the child should be reinstated.

If the governors' appeals panel decides that a child should be reinstated, the Headteacher must comply with this ruling.

Drug- and alcohol-related incidents

It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day, the parent or guardian should notify the school and ask permission for the medication to be brought. This should be taken directly to the school office for safekeeping. Any medication needed by a child while in school must be taken under the supervision of a teacher or other adult worker.

The school will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the child will be permanently excluded, and the police and social services will be informed.

If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.

It is forbidden for anyone, adult or child, to bring onto the school premises illegal drugs. Any child who is found to have brought to school any type of illegal substance will be punished by a temporary exclusion. The child will not be readmitted to the school until a parent or guardian of the child has visited the school and discussed the seriousness of the incident with the Headteacher.

If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils for money, the child will be permanently excluded from the school. The police and social services will also be informed.

Monitoring and review

The Headteacher monitors the effectiveness of this policy on a regular basis. She also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps a variety of records concerning incidents of misbehaviour. The class teacher records minor classroom incidents. The Headteacher records those incidents in which a child is sent to him/her on account of bad behaviour. We also keep a record of any incidents that occur at break or lunchtimes: lunchtime supervisors give written details of any incident in the incidents book.

The Headteacher keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently. The governing body will pay particular attention to matters of racial equality and that no child is treated unfairly because of race or ethnic background.

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Policy on Complaints

Introduction

We strive to provide a high quality education for all our children. The headteacher and staff work very hard to build positive relationships with all parents and carers. However, the school has procedures in place in case there are complaints by parents or guardians. The following policy sets out the procedures that the school follows in such cases.

If any parents or carers are unhappy with the education that their child is receiving, or have any concerns relating to the school, we encourage them to talk to the child's class teacher immediately. Class teachers are available at the start or end of each day.

We deal with all complaints in accordance with procedures laid down by the LA. If the school itself cannot resolve a complaint, those concerned can refer the matter to the LA.

All parents and carers have the right, as a last resort, to appeal to the Director of Education, Mr Bradshaw, if they still feel that their complaint has not been properly addressed.

Aims and objectives

Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints, and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding. In all cases, we put the interests of the child above all else. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved.

The complaints process

If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher. In our experience, most matters of concern can be resolved positively in this way. All teachers work very hard to ensure that each child is happy at school, and is making good progress; they naturally want to know if there is a problem, so that they can take action before it seriously affects the child's progress.

Where parents or carers feel that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the headteacher. The headteacher considers any such complaint very seriously, and investigates each case thoroughly. Most complaints are normally resolved by this stage.

Should any parents or carers have a complaint about the headteacher, they should first make an informal approach to one of the members of the governing body, who is obliged to investigate it. The governor in question will do all s/he can to resolve the issue through a dialogue with the school, but if parents or carers are unhappy with the outcome, they can make a formal complaint, as outlined below.

Only if an informal complaint fails to resolve the matter should a formal complaint be made to the governing body. This complaint must be made in writing, stating the nature of the complaint, and how the school has handled it so far. The parent should send this written complaint to the chair of governors, Mrs Ann Brett.

The governing body must consider all written complaints within three weeks of receipt. Following investigation, a meeting may be arranged to discuss the complaint, and will invite the person making it to attend the meeting, so that s/he can explain the complaint in more detail. The school gives the complainant at least three days' notice of the meeting.

After hearing all the evidence, the governors will consider their decision and inform the parent about it in writing. The governors do all they can at this stage to resolve the complaint to the parent's satisfaction.

If the complaint is not resolved, a parent may make representation to the LA. Further information about this process is available from the LA, 01443 74400. A further meeting is chaired by an independent person, who considers all the evidence and makes a further judgement in an attempt to resolve the complaint.

If any parent is still not content that the complaint has been dealt with properly, then s/he is entitled to appeal to the Director of Education and Life Long Learning.

Monitoring and review

The governors monitor the complaints procedure, in order to ensure that all complaints are handled properly. The headteacher logs all complaints received by the school, and records how they were resolved. Governors examine this log on an annual basis.

Governors take into account any local or national decisions that affect the complaints process, and make any modifications necessary to this policy. This policy is made available to all parents and carers, so that they can be properly informed about the complaints process.

This policy will be reviewed every two years, or before if necessary.

Signed:

Date:

Llanharan Primary School

Admission Form

1. Surname _____

2 Christian Name _____

3 Home Address _____

4 Post Code _____

5 Date of birth _____

6 Telephone number _____

7 Mother's Name _____

(Address if different to above) _____

8 Father's Name: _____

(address if different to above) _____

9 First Emergency Contact
Name _____

Address _____

Telephone No _____

Relationship to child _____

10 Second Emergency Contact
Name: _____

Address: _____

Telephone No: _____

Relationship to child: _____

PTO

11 Family Doctor _____

12 Previous Significant Illnesses _____

13 Details of any disability _____

13 Children in Family

Name	Date of Birth

15 Previous School's (If applicable):-

Name _____

Address _____

16 Ethnic Origin (Nationality) _____

17 Home Language _____

18 Religion _____

19 Any other significant
Information _____

Llanharan Primary School

Home - School Child Agreement.

The school will make every effort to:

- Provide a balanced curriculum to meet the individual needs of the children
- Encourage children to do their best at all times in order that they may achieve their full potential.
- Inform parents of their children's progress via regular reports and meetings.
- Care for the children's safety and happiness.
- Inform parents of any concerns or problems.
- Keep parents informed of school matters.
- Encourage the children to take care of their school environment and of others around them.

School signature: _____

The family will make every effort to:

- Make sure that the children go to school regularly, on time, appropriately dressed and equipped.
- Provide a note, or telephone, call to explain every absence.
- Attend reporting progress meetings and discussions as and when necessary.
- Support the children in their homework and other aspects of home learning.
- Support the school's behaviour policies.
- Inform the school of any concerns or problems which might affect the children's work or behaviour.

Family signature: _____

Llanharan Primary School

Home - School Child Agreement.

The pupil will make every effort to:

- **Work within the Class Agreement that is created by each class annually.**
- **Take good care of the school's equipment and buildings.**
- **Keep my hands and feet to myself.**
- **Be helpful, polite and considerate at all times.**
- **Work as hard as I can.**

Pupils signature: _____

Together we will:

- **Tackle any difficulties.**
- **Encourage the children to keep to our behaviour code.**
- **Support children in order that they may do their best and reach their full potential.**
- **Support the children who may have special educational needs.**

LLANHARAN PRIMARY SCHOOL

Special Diet Requirements

Name of Child: _____

D.o.B _____

Address _____

Food Allergy/Foods to be omitted from diet:

Name of Dietician/Hospital _____

Name and Address of GP: _____

Any other relevant information

Signature of Parent/Guardian: _____

Date: _____

Parent/carer consent

Routine visits

School/establishment: _____

Your child's name: _____

I hereby agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

Local environment studies, harvest / Christmas celebrations at the church, concerts / open days at Llanharan Drop in Centre

These visits will normally take place at the following, or similar, locations:

Llanharan Church, Llanharan Drop in Centre

I understand that:

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect them during the visit;
- all young people are covered by the Local Authority's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school/establishment premises or equipment or attributable to negligence by the Council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover for your child.

Full name of parent/carer: _____

Signature of parent/carer: _____ Date: _____

Address: _____

_____ Tel: _____

Parental Acknowledgement Form

LLANHARAN PRIMARY SCHOOL School Dinner Provision

Dear Head Teacher,

I _____ (please print name) parent / guardian of the following child understand and agree that if my child receives a school dinner on school premises that I am required to make payment for the meal provided.

If no payment for meals is received I agree that I need to arrange alternative provision for my child at lunchtime.

Name of child	
Parent / Guardian Full Name	
Address	
Telephone Numbers	
Alternative contact name	
Alternative contact number	

Parent / Guardian signature	
Date	

For school office only:

Date received	Received by (Print Name)	Signed



Llwynbrain Terrace,
Llanharan,
Pontyclun,
Rhondda Cynon Taff,
CF72 9PW

Headteacher: Mrs B Price
BEd (Hons) NPQH

LEARNING THROUGH PARTNERSHIP AND SUPPORT

Tel. & Fax: (01443) 237831
admin.llanharanpri@rctednet.net
<http://llanharanps.wikispaces.com>
Twitter: @llanharanps

Llanharan Primary School Allergies/Permissions Letter

Dear Parent/Guardian,

During food technology activities carried out in school, pupils may need to taste food. We would be grateful if you could let us know if your child has any special dietary needs which could prevent him/her from tasting certain foods.

Please complete and return the form below:

I give permission for _____ (name of pupil) to take part in food technology activities which form part of the school curriculum.

She/He

(please delete the line that does not apply)

- can eat a variety of foods.
- should not eat the following foods

Other comments

.....
.....

We would also be grateful to know if your child is allergic to plasters.

Yes No
(please circle)

Signed..... (parent/guardian) Date.....



THE MILLENNIUM STADIUM
CHARITABLE TRUST
YMDDIRIEDOLAETH ELUSENNOL
STADIWM Y MILENIWM



Living the Olympic
and Paralympic Values



Rhondda Cynon Taff
Healthy Schools
Ysgolion Iach
Rhondda Cynon Taf



Consent form for use by schools

To Name of the child's
parent or guardian: _____

Name of child: _____

School: _____

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Please circle your answer

May we use your child's photograph in the school
Prospectus and other printed publications that we
produce for promotional purposes?

Yes / No

May we use your child's image on our website?

Yes / No

May we use your child's image on our Twitter feed/Class blogs?

Yes / No

May we record your child's image on video or
Webcam?

Yes / No

Are you happy for your child to appear in the media?

Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent's or
guardian's signature: _____ Date: _____

Name (capitals): _____

Conditions of use

This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.

We will not re-use any photographs or recordings after your child leaves this school.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.



Headteacher: Mrs. B. Price BED(Hons) NPQH
Llanharan Primary School,
Llwynbrain Terrace,
Llanharan
Rhondda Cynon Taf
CF72 9PW

Tel: 01443 237831

E-mail: admin.llanharanpri@rctednet.net

Web site: <http://llanharanps.wikispaces.com>

